Minutes subject to approval at the next MB meeting on 10th September 2012

Hertfordshire ASA

Minutes of the Management Board Meeting

4th July 2012 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	Board members	
	Mr Grant Chivers	President and Finance Officer
	Mr Ian Mackenzie	
	Mrs Sheila Mackenzie	Association Secretary
	Mr Bryan Thompson	Swimming Manager
Apologies received:	Ms Alex Belson	Diving Manager
	Mr Philip Jackson	
	Mr Mark Horrod	

12/49 Welcome

12/49.1 DM welcomed everyone and explained that, as the Association Secretary had omitted Ian Mackenzie's name from the nominations received on the agenda of the Annual Council Meeting, Ian had not been elected as a Board member. This despite having duly completed a nomination form in the required time.

12/49.2 There were eight vacancies and seven elected members. The quorum was therefore four – being half the members, including at least one executive officer.

12/49.3 As there was a quorum present, the decision was made to co-opt Ian Mackenzie on to the Board until the next year's Annual Council Meeting, when he could be formally elected to serve the remainder of the three year term. There were now eight members. The quorum, as explained in 12/49.2 above, remained as four.

12/49.4 DM reminded members of the need for impartiality to ensure good governance in the county.

12/50 Apologies

12/50.1 Apologies were received as shown above.

12/51 Declaration of conflict of interest

12/51.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

12/52 Minutes of the meeting on 2nd May 2012

12/52.1 The minutes were accepted as a true record of the meeting.

12/53 Matters arising from the minutes

12/53.1 Minute 12/37.3 SM stated that Martin Taylor has received the county's token of thanks for his work with the website over many years. MT was appreciative of the gesture of thanks.

12/53.2 Minute 12/39.2 SM confirmed that the medals had been received and Vaughtons had been paid.

12/53.3 Minute 12/39.3 The Board was pleased to be informed that Hemel Hempstead SC received the local award for which the club had been short-listed.

12/53.4 Minute 12/40.3 GC had sent an amended finance statement, showing the correct ring-fenced funding figure and the correct working balance.

12/53.5 Minute 12/43.1 Water Polo: GC had contacted Steve Chambers and the county clubs which play water polo. SC and four clubs were supportive. GC will continue to progress developments, working initially with existing set-ups, but aiming to attract new swimmers from a range of age-group, and provide fun in participating in the discipline, as well as filling the gaps in the provided competition programme offered.

12/53.6 Bob Horne (Bishops Stortford) and Lee Arnold (Watford) had both offered to represent the county on the regional Club Development Group. Both had been unable to attend the initial meeting, but BH had attended the second meeting.

12/54 Ratification of items agreed, via e-mail, since the last board meeting

12/54.1 None

12/55 Correspondence

12/55.1 There was none of significance, other than items which will be raised in the agenda.

12/56 Finance Officer's report

12/56.1 The balance sheet for all accounts as at 29.6.12 was received.

12/56.2 GC offered no comments, and there were no questions.

12/56.3 GC will write to the clubs who have applied, but not followed through on their request for funding. They will be asked to re-apply if they wish to receive funding. All clubs could benefit from the monies earmarked for development – a reminder to the clubs of the funding availability might be appropriate. **GC**

12/56.4 The financial report had been presented to the Annual Council Meeting. The breakdown of how the figures relate to the various disciplines was shown in the full financial report. The report was accepted.

12/56.5 DM said that last year budgets had been prepared for each discipline. GC will prepare a budget for the county, and BT will provide a budget for swimming. GC said that the swimming budget has the greatest effect on the overall budgeting for the county, and once the budget was prepared, then the likely financial position would be clearer. **GC/BT**

12/57 Management Board Advisory Group

12.57.1 The Management Advisory Group has not met since the last board meeting.

12/57.2 The funding claim from Tring ASC was discussed, as this came after the start of the ASA East Region suspension of funding. The decision was that, as the club were not active in working towards swim21 accreditation, they should be given a six months period to achieve that accreditation, after which their claim could be addressed by the county. **DM**

12/58 Minutes of the Standing Committees

12/58.1 Workforce Development committee 6.6.12 Minutes received and noted.

DM said that both St Albans Boys School and Queenswood Girls School had, in the end, expressed interest in being the venue for the county conference, but this outcome was arrived at too late for the conference to be organised for this year. DM had visited both schools.
Queenswood's pool was more modest than St Albans, but there were plenty of rooms available for the conference.
St Albans had a good pool which was cheaper to hire than Queenswood's. BT said that the pool would be ideal for a development day/training camp, both for the county and for clubs, and with potential for regular county squad training. Parking is available at Westminster Lodge.

12/58.2 Swimming committee 17.4.12 Minutes received and noted.

12/58.3 Swimming committee 17.6.12 Minutes not yet available.

12/58.4 Disability group 4.7.12 Minutes not available from this morning's meeting.

Hertfordshire Sports Partnership(HSP) had been very pleased with the success of the county's disability development day in February which had launched their week's programme of courses and events. HSP were keen to repeat the collaboration in 2013, with the county using the Saturday and/or Sunday at the beginning of the week. HSP would contribute funding.
Janet Warrington, as the disability group leader, will attend the Workforce Development Committee so that the committee can assist the disability group, where appropriate.

12/58.5 It was suggested that the committees should aim to produce minutes ideally within two weeks of the meeting, but definitely for the next Management Board meeting after that two week period. **SM**

12/59 Annual Council Meeting

12/59.1 The Annual Council Meeting took place on 3rd July.

12/59.2 There are seven vacancies on the Management Board, and there are vacancies for the Water Polo Manager and the Synchronised Swimming Manager.

12/59.3 DM expressed disappointment at the lack of response to the vacancies, and also the poor response to nominations for the Roy Rogers Award. Consideration needs to be given as to how a better response can be obtained in future. **MBAG**

12/59.4 IM said that there are now no more past president's medals since Glen Williams who had always made the medals for the county, had retired and now no longer had the materials required for their manufacture. A decision was needed now as to the way forward. IM said three quotes could be obtained from - Vaughtons (who supply county championship medals), the supplier of the new masters medals, and another. The county already has a long service pin. IM said that the region had an enamelled pin/brooch for past presidents. It was felt that perhaps a similar enamelled pin/brooch, with past president on it, would be appropriate, and that such a memento of the year of office was a good idea. **IM**

12/60 Terms and appointments

12/60.1 Two custodians were already appointed – Ian Mackenzie and Ian Watson.

12/60.2 Emergency committee – comprises the Executive Officers and at least one other Management Board member. Previously Craig Hunter and Ian Mackenzie were appointed. CH is no longer on the Management Board, so IM will be the other member apart from the Executive Officers.

12/60.3 There is currently no president elect. DM will liaise with JC. **DM/JC**

12/60.4 Standing Committee members: The term of office for the present managers and the members of the standing committees is three years - 2011-2014.

Diving Committee: Alex Belson (Manager), Derek Beaumont, Roger Page, Ben Roberts, Chris Sage and Chris White No vacancies

Swimming Committee: Bryan Thompson(Manager), Caroline Holt, Mark Horrod, Derek Hughes, Marilyn Hughes, Karen Huckle, Ian Mackenzie, Barbara Scorer and Su Tysoe Two vacancies

Synchronised Swimming Committee: No county committee in place. The discipline is currently being developed via ASA East Region and Hertfordshire participate fully. Amy Bryant (Aqualina (Stevenage) SSC) is the ASA East Region Synchronised Swimming Manager.

Water Polo Committee: There is no Water Polo Manager, and the membership of the committee is not yet confirmed. It is not clear whether any of the previous committee members will continue, or whether there will be a committee. GC is currently trying to identify the way forward. **GC**

Workforce Development Committee: Derek Milton (Manager), Barbara Scorer (County Welfare Officer), Karen Huckle and Philip Jackson There are three vacancies.

12/60.5 Group members:

Management Board Advisory Group: Derek Milton. Grant Chivers, Ian Mackenzie and Sheila Mackenzie.

Disability Group: Janet Warrington (Leader), Sandra Hagley-King, Jackie Harvey and Ian Mackenzie, plus Leanne Brace(Aquatic Officer for Hertfordshire), Carl Cooper (Playground-to-Podium Officer),representatives from Special Olympics and from Disability Schools Swimming

12/60.6 Two delegates from the county are required for the ASA East Region Annual Council Meeting on 8th September. DM will be one of those delegates. Another is required.

12/60.7 It was suggested that the Disability Group should be formalised into a county committee at the next Annual Council Meeting

12/61 Report from the county's representative to ASA East Region

12/61.1 The ASA East Region Management Board met on 13th May 2012. There is nothing of significance to report to this meeting.

12/61.2 The ASA East Region Youths Championships were held at Basildon on 5th/ 6th May, and many athletes from Hertfordshire clubs took part.

12/61.3 SM said she had received a letter form IM as the chairman of the region. This was to advise the county of the increase in the regional capitation fee. IM explained that the increase was necessary so that better support could be provided directly to clubs in the region.

12/62 Any other business

12/62.1 None

12/63 Next meeting

12/63.1 The next meeting of the Hertfordshire ASA Management Board will take place on Monday 10th September 2012 at Welwyn Civic Centre at 8pm.